

## R10 InfoPage

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## Q&amp;D - Office of Water - Ground Water Unit Records Disposition Schedules

RECORD SERIES DESCRIPTION	DISPOSITION	NARA #
<b>ADMINISTRATIVE RECORDS - PERMITS:</b> The administrative record is required for issuance of draft and final permits for Prevention of Significant Deterioration (PSD), Resource Conservation and Recovery Act (RCRA), National Pollutant Discharge Elimination System (NPDES), and Underground Injection Control (UIC), when EPA is the permitting authority. The record includes the permit application, draft permit or notice of intent to deny, statement of basis and documentation, the environmental impact statement (NPDES only), comments received during the public comment period, public hearing transcripts and related documentation, and the final permit.  Includes NPDES except minors, pretreatment, ocean dumping, section 404 dredging and fill, PSD, and TSCA PCB disposal.  <b>Item a:</b> RCRA land disposal <b>Item b:</b> UIC and UIC exemptions <b>Item c:</b> NPDES minor permits <b>Item d:</b> All other permits  <b>Function:</b> 204-079 <b>210</b>	<b>Item a: Disposable</b> Close inactive records at issuance of administrative record. Destroy 30 years after file closure.  <b>Item b: Disposable</b> Close inactive records at issuance of administrative record. Destroy 30 years after file closure.  <b>Item c: Disposable</b> Close inactive records at issuance of administrative record. Destroy 10 years after file closure.  <b>Item d: Disposable</b> Close inactive records at issuance of administrative record. Destroy 10 years after file closure.	N1-412-07-36  <b>Status:</b> Final, 06/30/2007
<b>COMMITTEE RECORDS NOT MAINTAINED BY THE SPONSOR OR SECRETARIAT:</b> Includes copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions maintained by parties other than the sponsor or secretariat.  Excludes: Records maintained by the sponsor or secretariat of advisory commissions, committees, councils, boards and other groups established under the Federal Advisory Committee Act (FACA) scheduled as EPA 181.  <b>Item a:</b> Record copy  <b>Function:</b> 401 <b>186</b>	<b>Item a: Disposable</b> Destroy when 3 years old.	GRS 26/3  <b>Status:</b> Final, 12/31/2009
<b>COMPLIANCE FILES:</b> Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions.  <b>Item a:</b> Record copy	<b>Item a: Disposable</b> Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-1/10  <b>Status:</b> Final, 03/30/2007

<p>records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC).</p> <p>Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275.</p> <p><b>Item b:</b> Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO)</p> <p><b>Item c:</b> Work Assignment Contracting Officer's Representative (COR) Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p><b>Function:</b> 405 202</p>	<p>Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p> <p><b>Item c: Disposable</b> Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p>	<p><b>Status:</b> Final, 05/31/2007</p>
<p><b>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS:</b> Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p><b>Item a(1):</b> Published or released to the public and related background materials - Nonelectronic</p> <p><b>Item a(2):</b> Published or released to the public and related background materials - Electronic</p> <p><b>Item a(3):</b> Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives</p> <p><b>Item b:</b> Unpublished or not released to the public and related background materials</p> <p><b>Function:</b> 306-112 007</p>	<p><b>Item a(1): Permanent</b> Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p><b>Item a(2): Permanent</b> Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p><b>Item a(3): Disposable</b> Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b: Disposable</b> Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.</p>	<p>N1-412-06-7</p> <p><b>Status:</b> Final, 01/31/2008</p>
<p><b>DRINKING WATER MANAGEMENT &amp; IMPLEMENTATION FILES:</b> Contains records relating to public water supply systems, source water assessment and protection, wellhead protection, and the direct implementation of the primary and secondary drinking water regulations. Includes supplier reports to the states, public notices and educational materials, public water system inventories, correspondence, and reports.</p> <p><b>Item a:</b> Record copy</p> <p><b>Function:</b> 108-025-03-02 214</p>	<p><b>Item a: Disposable</b> Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-08-7/3</p> <p><b>Status:</b> Final 6/30/08</p>

<p>authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions; corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees. Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively. <b>Item a:</b> Administrative case files where no legal actions are required. <b>Item b:</b> Judicial case files where routine legal actions are required. <b>Item c:</b> Landmark or precedent cases. Includes cases as designated by the Regional Administrator's designee.</p> <p><b>Function:</b> 108-025-08 207</p>	<p>Destroy 10 years after file closure.</p> <p><b>Item b: Disposable</b> Close inactive records upon settlement or closing of case. Destroy 20 years after file closure.</p> <p><b>Item c: Permanent</b> Close inactive records upon settlement or closing of case.</p> <p>Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p>	06/30/2007	
<p><b>FINAL DELIVERABLES RESULTING FROM CONTRACTOR STUDIES &amp; SERVICES:</b> Files consist of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders and transmittal letters; final products and deliverables from a grant; and final reports resulting from special studies and surveys completed within the Agency</p> <p><b>Item a:</b> Final deliverables and reports for all environmental programs, except Superfund site-specific</p> <p><b>Item b:</b> Final deliverables and reports for Superfund site-specific</p> <p><b>Item c:</b> Final deliverables and reports not related to environmental programs</p> <p>305-109-01 258</p>	<p><b>Item a: Permanent</b> Close inactive records upon completion of project.</p> <p>Transfer nonelectronic records to the National Archives 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p> <p><b>Item b: Disposable</b> Close inactive records upon completion of project. Destroy 30 years after file closure.</p> <p><b>Item c: Disposable</b> Close inactive records upon completion of project. Destroy 7 years after file closure.</p>	<p>N1-412-06-27</p> <p><b>Status:</b> Final, 03/30/2007</p>	
<p><b>GRANTS &amp; OTHER PROGRAM SUPPORT AGREEMENTS:</b> Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities.</p>	<p><b>Item a: Disposable</b> Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.</p>	<p>N1-412-07-34</p> <p><b>Status:</b> Draft, 02/1/2007</p>	

and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements.

Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232).

**Item a:** Record copy

**Function:** 205 003

**INTER-AGENCY & EXTERNAL COMMITTEES:**

Includes records of meetings of committees and non-rulemaking work groups and task forces held within EPA related to EPA's mission. Consists of meeting agendas, official copies of minutes or transcripts of meetings, copies of official committee reports, and background papers.

Also includes committees established for facilitative or operational purposes unrelated to EPA's mission, composed wholly of full-time officers or employees of the federal government, and not subject to the Federal Advisory Committee Act (FACA), e.g., committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities.

**Item a:** Committees related to EPA's environmental missions

**Item b:** Committees unrelated to EPA's environmental missions

**Function:** 401 187

**PERMIT FILES:** Contains records used in the issuance or denial of a permit issued by EPA offices or authorized states, federal facilities, interstate or local agencies. Includes draft and final permits; major and minor permits; permit modifications; general, special, emergency, research, interim permits, and others. Consists of the notification form, permit applications, background and supporting documentation, public notices, comments and records of public meetings, fact sheets, exception reports, appeals, delistings, correspondence, financial assurance documents, and other related records; Excludes: RCRA program permits scheduled as EPA 478.

**Item b:** NPDES minor permits. Includes national pollutant discharge elimination system (NPDES)

**Item a: Disposable**

Close inactive records when committee superseded or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair.

Destroy 5 years after file closure.

**Item b: Disposable**

Destroy when no longer needed for administrative purposes.

Destroy when no longer needed for administrative purposes

N1-412-07-1/8  
(Item a)  
General Records

Schedule 26/1a  
(Item b)

**Status:** Final,  
12/31/2009

**Item b: Disposable**

Close inactive records when no longer needed.

Destroy 10 years after file closure.

**Item c: Disposable**

Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year.

Destroy 10 years after file closure.

N1-412-08-6

**Status:** Draft,  
12/31/2007



<p>items a, b and d. Includes: UIC (except when EPA is permitting authority and UIC exemptions); NPDES (except minors); pretreatment; sewage treatment; ocean dumping; new source review (NSR) (including prevention of significant deterioration (PSD)), nonattainment NSR, and minor NSR); and Toxic Substances Control Act (TSCA) polychlorinated biphenyls (PCB) disposal.</p>		
<p><b>Function:</b> 204-079 205</p>		
<p><b>PROGRAM DEVELOPMENT FILES:</b> Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.</p> <p><b>Item a(1):</b> Record copy - Nonelectronic</p> <p><b>Item a(2):</b> Record copy - Electronic</p> <p><b>Item a(3):</b> Electronic copy of records transferred to the National Archives</p>	<p><b>Item a(1): Permanent</b> Close inactive records at the end of the activity, project, or topic.  Transfer to the National Archives 20 years after file closure.</p> <p><b>Item a(2): Permanent</b> Close inactive records at the end of the activity, project, or topic.  Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p><b>Item a(3): Disposable</b> Close file upon transfer to the National Archives.  Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-29</p> <p><b>Status:</b> Final, 10/31/2010</p>
<p><b>Function:</b> 304-104-02 145</p>		
<p><b>PROGRAM DEVELOPMENT FILES OF THE REGIONAL ADMINISTRATOR, DIVISION DIRECTORS, BRANCH &amp; SECTION CHIEFS:</b> <u>Subject files.</u> Contains information related to the development of regional environmental programs &amp; policies. Records consist of reports on regional environmental projects, surveys, briefing books, special studies, position papers, legislation, unpublished directives &amp; policy guidance documents, enforcement actions, &amp; other program documents related to water, air, pesticide, toxic, &amp; hazardous materials, enforcement, &amp; environmental services programs. Records are used by Regional Administrators, Division Directors, &amp; Branch &amp; Section Chiefs in policy evaluation &amp; program planning.</p>	<p><b>a:</b> Break file annually; bring forward active materials. Keep inactive files in office up to 3 yrs. after file break, then retire to FRC. Transfer to National Archives when 15 yrs. old.</p> <p><b>b:</b> Destroy/delete when no longer needed for reference.</p>	<p>N1-412-94-4/3</p>
<p><b>Item a:</b> Record copy</p> <p><b>Item b:</b> Copies on optical disk &amp; CD-ROMs (PROG 126R)</p>		
<p><b>PROGRAM MANAGEMENT FILES:</b> Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing</p>	<p><b>Item b: Disposable</b> Close inactive records at end of calendar year.  Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2</p> <p><b>Status:</b> Final, 12/31/2009</p>

<p>housekeeping records (EPA 110) and organization and program development records (EPA 145).</p> <p><b>Item b:</b> Other than senior officials</p> <p><b>Function:</b> 301-093 006</p>		
<p><b>PUBLIC AWARENESS FILES:</b> Includes records used to produce outreach materials for the public or Congress produced by program and regional offices. Records consist of background papers, talking points, briefings and briefing books, news clippings, biographical information on EPA officials, documents on program activities, reports on program and policy developments, news releases, fact sheets, and other records used in formulating news or press releases. It also includes conference and symposium materials relating to programs, an element of the program, a particular regulation, or an environmental event.</p> <p><b>Item a(1):</b> Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p><b>Item a(2):</b> Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p><b>Item a(3):</b> Official dissemination products - Electronic copy of records transferred to the National Archives Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p><b>Item b:</b> Background or working papers</p> <p><b>Function:</b> 305-109-02-04 081</p>	<p><b>Item a(1):Permanent</b> Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.</p> <p><b>Item a(2):Permanent</b> Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p><b>Item a(3):Disposable</b> Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b:Disposable</b> Close inactive records at end of year. Destroy 3 years after file closure.</p>	<p>N1-412-07-68/14</p> <p><b>Status:</b> Draft, 01/31/2008</p> <p>Contact Joyce Aoyama X3-2595 for more info.</p>
<p><b>REGULATIONS, STANDARDS, &amp; GUIDELINES:</b> Files contain information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to environmental legislation passed by Congress. Records include drafts of proposed regulations and guidelines, the final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files may include confidential business information or other information to which access is restricted.</p>	<p><b>Item a: Permanent</b> Close inactive records upon promulgation of rule or approval of guideline. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p>	<p>N1-412-07-2/6</p> <p><b>Status:</b> Final, 06/30/2007</p>

<p><b>Item b:</b> Unpublished regulations, standards, and guidelines</p> <p><b>Function:</b> 306-114 149</p>	<p>decision to not publish the regulation, standard, or guideline.</p> <p>Destroy 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p>	
<p><b>SOLE SOURCE AQUIFER FILES:</b> Records document the identification and designation of critical aquifer protection areas. Includes information released to the public, petitions requesting project review, public notice and hearing documentation, correspondence, memoranda of understanding (MOU) and other information relating to the designation of sole source aquifers.</p> <p><b>Item a:</b> Record copy</p> <p><b>Function:</b> 108-025-03 212</p>	<p><b>Item a: Permanent</b> Close inactive records at end of year.</p> <p>Transfer nonelectronic records to the National Archives 25 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 25 years after file closure.</p>	<p>NC1-412-85-17/23</p> <p><b>Status:</b> Final, 03/31/2008</p>
<p><b>SPEECHES &amp; TESTIMONY:</b> Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.</p> <p><b>Item a:</b> Senior officials</p> <p><b>Item b:</b> Other federal employees when the speeches are not necessary to document the Agency or its programs</p> <p><b>Function:</b> 305-109-02-04 140</p>	<p><b>Item a: Permanent</b> Close inactive records at end of calendar year.</p> <p>Transfer nonelectronic records to the National Archives 10 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 10 years after file closure.</p> <p><b>Item b: Disposable</b> Close inactive records at end of calendar year.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-06-8</p> <p><b>Status:</b> Final, 03/30/2007</p>
<p><b>State and Other Entity Relations and Oversight Files:</b> Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections, inventories, correspondence, program reviews, and corrective actions.</p> <p><b>Item a:</b> Record copy</p> <p><b>Function:</b> 301-093 203</p>	<p><b>Item a: Disposable</b> Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-1/9</p> <p><b>Status:</b> Final, 03/30/2007</p>
<p><b>State and Other Entity Program Authorization and Approval Files:</b> Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public participation activities. Also includes documents relating to EPA's review,</p>	<p><b>Item a: Permanent</b> Close inactive records at end of year or after new authorization is signed.</p> <p>Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and</p>	<p>N1-412-07-2/8</p> <p><b>Status:</b> Final, 06/30/2007</p>

<p>authorization withdrawals as it applies to the initial program authorization and subsequent revisions.</p> <p><b>Item a:</b> Record copy.</p> <p><b>Function:</b> 304-104-03 <b>204</b></p>	<p>time. Delete EPA reference copy 20 years after file closure.</p>	
<p><b>EPA Non-Records:</b> <u>Non-record</u> reference materials maintained by individuals or programs, including manuals, technical reports, extra copies of the program's publications, journal articles, books, directories, etc.</p> <p><b>Item a:</b> Nonrecord copy</p>	<p><b>Item a:</b> Close when obsolete, superseded or no longer needed for reference, then destroy</p>	<p>NOT APPLICABLE</p>
<p><b>UNDERGROUND STORAGE TANKS SITE/FACILITY FILES:</b> Contains records that document the management of the underground storage tank (UST) program. Includes release reports, site characterization reports, financial assurance, evaluations, information requests, and inspection and sampling reports.</p> <p><b>Item a:</b> Record copy</p> <p><b>Function:</b> 108-025-04 <b>215</b></p>	<p><b>Item a: Disposable</b> Close inactive records at end of year.  Destroy 10 years after file closure.</p>	<p>N1-412-07-55/5</p> <p><b>Status:</b> Draft, 08/31/2007</p> <p>Contact Joyce Aoyama X3-2595 for more info.</p>
<p><b>WATER QUALITY PLANNING &amp; MANAGEMENT FILES:</b> <u>Case files</u>. Contains documents relating to water quality planning, management and implementation undertaken by EPA, states, interstate, regional and local agencies. Also includes documents dealing with nonpoint source implementation projects and information on projects such as reservoirs, and nuclear power plants which may affect water quality. Includes water quality management plans, water quality reports, TMDLs (Total Maximum Daily Loads), load allocation working papers, water quality models, correspondence and other related documents. <b>Item a:</b> Final plans and annual and biennial reports. Excludes: State 305 (b) water quality reports submitted to Congress by the Headquarters Office of Water covered by EPA 429. <b>Item b:</b> Supporting files</p> <p><b>Function:</b> 108-025-02 <b>213</b></p>	<p><b>Item a: Permanent</b> Close inactive records at end of year.  Transfer nonelectronic records to the National Archives 10 years after file closure.  Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 10 years after file closure.</p> <p><b>Item b: Disposable</b> Close inactive records at end of year.  Destroy 10 years after file closure.</p>	<p><b>Status:</b> Development, 04/30/2007</p> <p>Contact Joyce Aoyama X3-2595 for more info.</p>

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